



STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



November 28, 2016

SCHEDULE AND PAY RANGE: 07-04

CLASSIFICATION: Accountant

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Madison

CONTACT: Steve Janisch, HR Specialist - 608-242-3166 or stephen.janisch@wisconsin.gov

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 07-04, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: Under the general direction of the Budget and Policy Manager, this position prepares invoices monthly for over 25 federal cooperative agreements, prepares financial reports, processes data and resolves problems related to revenues, expenditures and travel expenses. The agency has programmatic responsibility for the Wisconsin Army National Guard, the Wisconsin Air National Guard and the Division of Emergency Management. The agency's budget consists of four separate statutory programs, six separate funds and 45 separate statutory appropriations, making cost allocations and expense coding very complex. This position reviews critical data, analyzes and presents information to management and makes recommendations for improving federal and other financial claiming/reporting processes. This position prepares, processes, analyzes and maintains the financial records for multiple federal cooperative agreements and prepares financial reports for those grants. This position prepares financial information for management decision making, and prepares computerized reports and/or schedules for audit and federal claims. This position requires the knowledge and application of professional accounting theories and principles. This position is responsible for review and approval of all agency accounts payable, reconciliation of all agency balance sheet accounts, preparation of various financial reports, establishment and maintenance of agency financial journals, accounts, ledgers and records within the state accounting system. This position requires a thorough knowledge of the state's central accounting systems (i.e. PeopleSoft) in regards to finance, pre-audit, procurement, expense and revenue budgets rules and processes. This position participates in management conferences regarding fiscal operations, audit recommendations, policies, budgets, and/or accounting records for assigned projects.

KNOWLEDGES: Qualified candidates will have:

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP). Ability to apply GAAP principles.
- Knowledge of auditing principles and techniques.
- Knowledge of a variety of computer software applications (e.g., Microsoft Office, accounting program applications, state accounting software, etc.)
- Knowledge of and ability to utilize electronic accounting and/or asset management systems (ie. PeopleSoft).
- Effective written and oral communication skills.
- Considerable knowledge of asset management policies and procedures.
- Extensive customer service skills

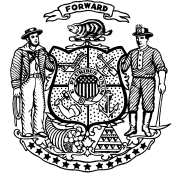
DEPARTMENT OF MILITARY AFFAIRS · STATE HUMAN RESOURCE SERVICES

2400 WRIGHT STREET · P.O. BOX 14587 · MADISON, WISCONSIN 53714-0587

AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN



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SPECIAL REQUIREMENTS: Applicants must possess professional training in accounting or auditing such as that which would be acquired by earning a bachelor's degree in accounting or related degree, or work or life experience which would be equivalent to a degree.

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To be considered for this opportunity, materials must be received no later than 3:30 pm on Monday, December 5, 2016. Questions regarding this position can be directed to Anna Oehler at (608) 242-3155. Personnel related questions, such as eligibility determinations, can be directed to the contact listed above. A complete position description can be provided upon request.